

ANIMAL CONTROL FIELD SUPERVISOR

NATURE OF WORK

This is responsible work assisting in the coordination and supervision of the activities of a municipal animal control and licensing program.

Work involves assisting in the supervision of subordinate Animal Control Officers; monitoring communications dispatched and received by Animal Control Officers; monitoring the performance of officers in the field and providing assistance as needed; providing data for the planning and development of the Animal Control program policies and procedures; and assisting in the licensing program. An employee may act for the Animal Control Manager in his/her absence. Supervision is received from the Animal Control Manager with work being reviewed in the form of personal observation, written reports and results obtained.

EXAMPLES OF WORK PERFORMED

Assists and temporarily relieves the Animal Control Manager of designated administrative duties pertaining to the operation of the Animal Control program.

Assists with the supervision and training of subordinate Animal Control Officers; participates in the hiring process and in the evaluation of work performed.

May assume responsibilities of the Animal Control Manager in his/her absence.

Interprets Animal Control program policies and procedures and makes decisions based upon the interpretation.

Assists in the investigation of bite cases and cruelty complaints.

Monitors the activities of Animal Control programs including animal bite cases, calls received and dispatched to Animal Control Officers, and revenue/expense records.

Provides data for the planning and development of the Animal Control program budget.

Provides the general public with information relating to pet owner responsibilities as well as applicable animal control and licensing ordinances.

Investigates complaints regarding stray, injured or nuisance animals, as well as incidents where individuals have been bitten by vicious animals and incidents involving cruelty to animal complaints.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of municipal animal control and licensing ordinances, as well as the basis for those ordinances, as they pertain to public health and the legal procedures related to the enforcement of such ordinances.

Considerable knowledge of wildlife and domestic animal behavior and animal program management practices.

Considerable knowledge of the geography of the City and the location of major streets.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to establish and maintain effective working relationships with enforcement officials, coworkers and the general public.

Ability to communicate effectively, both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public health, physical or biological sciences, business or public administration, or related field plus experience in the enforcement of animal control and licensing ordinances.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience enforcing animal control and licensing ordinances and experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties as deemed necessary by the appointing authority.

Approved by: _____
Department Head Personnel Director

12/2002

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